

Letter and enclosure from Arthur W. McCurdy to Alexander Graham Bell, January 28, 1897, with transcript

"H" Folder 1601 THIRTY FIFTH STREET, WASHINGTON, D.C. January 28th. 1897. Dr. Alexander Graham Bell. Dear Mr. Bell:—

In response answer to your request the suggestion in your letter of December 13th., I I have been endeavouring to carry out have planned office work with your ideas expressed regarding system in the office work , & helping you to preserve that system . In order that your work shall be done as it should be, and as you would like to be done there are several things necessary for you to attend to.

1. You must You to the office in some sort of season, and not put off office work until three or four o'clock and in the afternoon.
2. Don't take letters away from the files of the office and keep them where they cannot be got at expect me to find them when wanted.
3. Don't take unanswered letters away, and expect me to answer them.

Now little things are beginning to appear. You do not come to the office until late in the afternoon, sometimes not at all. I want to call your attention to that for unless you come to the office in season & within respectable office hours work cannot be done properly & the spirit of your system. You take letters away from the files withuot to the office and do not return them. I can not be responsible for any letters if this is done, and you take away unanswered letters. What you could do is this, come first to the office, say, before 12 o clock noon

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(unsigned. Written by Arthur W. McCurdy.)